

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: MAY 24, 2006

Committee Members Present:	Frank Morehouse, Superintendent of Buildings
Supervisors Haskell	William Remington, Superintendent, Dept. of
O'Connor	Public Works
F. Thomas	William Lamy, Deputy Superintendent, Dept. of
Champagne	Public Works
VanNess	William Thomas, Chairman
Geraghty	Joan Parsons, Commissioner of Administrative
Girard	and Fiscal Services
	Joan Sady, Clerk
	Paul Dusek, County Attorney
	Supervisor Kenny
	Supervisor Barody
	Fred Austin, Building Projects Coordinator
	Jon Norris of Clark Patterson Associates
	Carlene A. Ramsey, Sr. Legislative Office Specialist

Mr. Haskell called the meeting to order at 12:30 p.m.

Motion was made by Mr. Geraghty, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Frank Morehouse, Superintendent of Buildings, distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

William Remington, Superintendent of the Department of Public Works, began the report with Agenda Item 2, Old Business, A) Countryside Adult Home Septic System. He stated the work was scheduled to begin the week of May 29.

As for 2B) Relocation of the Soil and Water Conservation District Office, Mr. Remington said he had completed the preliminary study of space requirements. He reminded the Committee members that the Fish Hatchery property, in the Town of Warrensburg, had been the suggested location for the new building. The property, he noted, had room for a new structure, 40 feet x 60 feet, for a total of 2,400 square feet for office space.

Responding to questions from various supervisors, Mr. Remington explained the Fish Hatchery Office building had originally been a private residence that was converted into offices. He pointed out the house had a number of insulation and structural problems, as well as space constraints.

Mr. Wm. Thomas entered the meeting at 12:34 p.m.

Mr. Remington suggested the new structure could include a second floor which could accommodate the Fish Hatchery Offices.

Mr. Haskell concurred with Mr. Remington's remarks, as he noted the two offices interacted with each other quite a bit. He said he felt putting the two buildings together made a lot of sense to him.

Responding to Mr. O'Connor's question, Mr. Remington clarified the County's deed (to the property from NYS) required the County to operate a fish hatchery on the premises. Provided the hatchery was maintained, he noted, the County was free to use the rest of the property as the County saw fit. He also pointed out the deed did not specify what species was to be raised, or in what quantity.

Mr. Haskell said he would like to see the project moved along as quickly as possible since Soil and Water was in desperate need of space.

Mr. Remington indicated he would draft a building layout for the shared office building.

Turning to Agenda Item 2C) Selective Timber Cutting on County Land, Mr. Remington explained he had started to develop an RFP (request for proposal) for forester services. He indicated he would work with the Real Property Tax Services Director, Mike Swan, to compile a complete list of County forest properties.

As for Agenda Item 2D) Health and Human Services Building / Municipal Center Addition, Mr. Remington acknowledged that Fred Austin was in attendance. He reminded the Committee that Mr. Austin had recently agreed to serve as Building Projects Coordinator.

Mr. Austin greeted the Committee and he introduced Jon Norris, of Clark Patterson Associates. Mr. Norris explained he had prepared a report on the Health and Human Services Building, as well as the Addition/Renovations to existing Municipal Center Building. He distributed a copy of the report to each of the Committee members and a copy is on file with the minutes.

Mr. Norris directed attention to page 3 of the packet, which listed the 20 key questions he had been researching. He further explained the questions marked with an asterisk were the questions he needed to discuss with the Committee.

Mr. Norris noted that Question 1 related to the entrance at the new Human Services Building. Mr. Haskell said he felt the question related to security issues and he would prefer to table the discussion until Sheriff Cleveland could be in attendance.

Mr. Norris turned to Question 5, verification of the location for the new addition. He displayed a photograph of the existing Municipal Center.

Following a lengthy discussion, it was the consensus of the Committee that the main

entrance would be designed as a central location, with a kiosk information desk to provide assistance to visitors (and/or security in the future).

Mr. VanNess left the meeting at 12:44 p.m.

Next, Mr. Norris turned to Question 6B, Location for the Board of Supervisors. He explained the original request had been for the Board Room to be located on the ground floor for handicapped accessibility. However, he reported his research had determined the other Departments received much more traffic from the general public. He also noted the Board Room would require a large room, free of support columns, which would prove more cost effective if located on the second floor of the building.

As for Agenda Item 6C, location of the EOC (emergency operation center), he explained the Administrator of the Fire Prevention & Building Code Enforcement Department had emphatically requested a non-basement location.

Mr. Remington explained the original EOC had been located in the Municipal Center basement, similar to the old bomb shelters, when the basement was thought to be more secure, with less interference, etc. He noted it was currently a large room, with a lot of telephone jacks allowed for the key players to all be in the same room while answering questions and directing services, in the event of an emergency situation.

Mr. Remington acknowledged, over the years, the space had been used more for training sessions, than emergency operations.

Mr. Wm. Thomas pointed out that it was his understanding that the Administrator of the Fire Prevention and Building Code Enforcement Department, Marv Lemery, strongly requested that his Department not be located on the basement level, again.

Mr. Remington explained that his recommendation to place the EOC on the basement level, did NOT include offices on the basement level.

Following an extensive discussion, it was determined that Mr. Haskell would consult with Mr. Norris and Mr. Lemery to explore alternate plans for the Fire Prevention and Building Code Enforcement Department and the EOC.

Mr. Haskell said he would discuss the matter with Mr. Lemery.

Mr. Haskell turned to Question 10, to verify that *neither* the Human Resources Building (HRB), *nor* the new addition, would be used as a temporary shelter sites. He explained the new HRB would be linked to the Westmount Health Facility's power generator for electrical power, in the event of a prolonged power outage. In addition, he said, the new HRB may have a meal site in house, for the Office for the Aging (OFA). Therefore, he noted, the suggestion had been made that the building may be a good location for a temporary shelter.

Mr. Haskell pointed out that a shelter would require shower facilities, cots for sleeping, etc. He said he felt it would be an expensive proposition.

Mr. Wm. Thomas remarked that during the last power outage, the local schools were used for temporary shelters. He said he felt, that worked out quite well, since the schools already have the shower facilities, etc.

Mr. Remington commented that from a Civil Defense and Natural Disaster standpoint, it may be more cost effective to help the schools obtain a higher capacity for emergency power generation. He also stated the class rooms may be more adaptable as a shelter, as opposed to County Offices with confidential records.

Next, Mr. Haskell moved to Question 17, Security Issues, Bullet proof glass on the first floor exterior windows of the HRB. Mr. Norris pointed out there were three classifications of glass: regular glass, bullet resistant and rifle resistant. He stated the costs for either bullet or rifle resistant glass would be extremely high, and he suspected it would be cost prohibitive.

Discussion ensued as to what type of entry system would be used for both the general public and the employees.

Mr. O'Connor queried if everyone would walk through a magnetometer area, immediately upon entry, or would that be reserved for access to certain offices. Mr. Haskell stated he would like to refer that question to Sheriff Cleveland, for his recommendations.

Mrs. Parsons said it was her understanding the Department of Health had developed new guidelines for individuals entering the "system" through one "point of entry." She further stated she felt the guidelines referred more to how an applicant was processed through the paper trail, rather than entry through a physical doorway.

Mr. O'Connor suggested the entry could be designed with a general reception area to direct people to the appropriate part of the building.

Mrs. Parsons noted that when she met with the Sheriff and Mr. Norris, it was her understanding the Sheriff thought people would enter, go through a magnetometer and the attendants would assign a color coded visitor's pass to the individual.

Mr. Wm. Thomas said the conversation seemed to be returning to the ancient discussion of whether or not the entire building would be secured, or just portions of the building.

Following an extensive discussion, Mr. Morehouse said he felt Mr. Norris just needed to know how to design the entrance, at this point. He suggested the entrance could be designed as a common lobby area that could be converted to a magnetometer area at some point in the future.

Mr. Wm. Thomas left the meeting at 1:05 p.m.

Mr. Norris indicated the next step (following design and square footage) would be bubble diagrams to illustrate adjacencies and relationships of Departments relative to the entrances, conference rooms, etc.

Messrs. Girard and F. Thomas concurred with Mr. Morehouse's suggestion regarding a common lobby area that could be adapted later on.

Mr. Haskell indicated that Question 6A, was related to the location of the Tourism Department. He said he was aware that some Supervisors had discussed relocating the Tourism Office to the anticipated Public Authority's Convention Center. He pointed out the new addition included approximately 7,000 square feet to accommodate the office and its required storage.

Mr. Austin stated the needs of a convention center would be minimal, such as a small box office, manager's office and caterer's warm-up kitchen, to support the large convention space. He said the Tourism Department would turn it into a full blown office building.

Mr. Wm. Thomas re-entered the meeting at 1:09 p.m.

Mr. Barody reported the current study considerations for the Public Authority and Convention Center did not include the Tourism Offices.

Discussion ensued.

Mr. Norris pointed out that a dual purpose Tourism Office / Welcome Center actually had entirely different needs. The welcome center had high volume bus traffic while the office had a high volume of sorting, shipping, receiving, mailing, etc.

Mr. Wm. Thomas stated, the question as he saw it, was whether or not Tourism would remain a part of the Municipal Center addition.

Following an extensive discussion, Mr. Haskell suggested the Committee could hold a second meeting for the sole purpose of discussing the location of the Tourism Office.

Mrs. Sady indicated the meeting could be scheduled for Wednesday, May 31, 2006, following the Occupancy Tax Coordination Committee meeting.

Mr. Haskell indicated the special County Facilities Committee meeting would be held to discuss the location of the Tourism Department. Mr. O'Connor clarified the 3 options to be discussed were whether or not the location would be 1) part of a convention center, 2) a free standing facility, or 3) part of the new addition.

Mr. Haskell declared the discussion regarding the Tourism Department would be tabled

until the next meeting, Wednesday, May 31, 2006.

Mr. Haskell commended Mr. Norris, and his associates, for the quality of service the County had received to-date. He said a number of Department Heads had reported to him, just how impressed they were with the level of detail exhibited by Clark Patterson's staff.

Mr. Wm. Thomas left the meeting at 1:20 p.m.

Privilege of the floor was extended to Mr. Austin who expressed his concerns over the anticipated retirement of Pat Beland, Director of the Parks, Recreation and Railroad Department. He explained that Mr. Beland also served as the County's Radiological Officer and he reminded the Committee members that two nuclear reactors were located only 30 miles to the southwest of the Municipal Center. He said it was his understanding the County was a licensed holder of radioactive materials that were needed to test the geiger counters. Mr. Austin urged the Committee to be mindful of that portion of the Civil Defense and Natural Disaster responsibilities of the County.

Mr. Haskell extended his appreciation to Mr. Norris and Mr. Austin for their input today.

Joan Parsons, Commissioner of Administrative and Fiscal Services reported that the former Buildings and Grounds Office in the Municipal Center basement would now provide the office space needed for both Mr. Austin and Mr. Norris. She noted the offices were equipped with telephone, computer, and internet service, although there were no windows. Mr. O'Connor said he would like to applaud them for working in the basement.

Messrs. Austin and Norris left the meeting at 1:25 p.m.

Mr. Haskell acknowledged that no members of the press were in attendance today, nor had they been present at several previous meetings. He pointed out the Committee had been wrestling with aging County facilities for quite some time, and especially during the past two months. He expressed his disappointment that no members of the press had yet reported anything about the County's construction plans. He said he was very concerned that when the County moved to bond the project, the media would jump on the story and claim the County had kept all the discussions "top secret".

Mr. O'Connor concurred with Mr. Haskell, and he declared that every single Committee meeting was open to the general public, yet the press seldom attended the meetings. However, he said, he felt the press often implied it was the County's fault when the press (and the public) suddenly become aware of a project that had been in the works via open, public meetings.

Returning to the Agenda review at Item 3A) Personnel, Mr. Morehouse presented a request to fill a vacant position for a Building Maintenance Worker. #6, base salary \$25,273. He explained the vacancy had occurred due to a promotion.

Motion was made by Mr. Geraghty, seconded by Mr. O'Connor and carried unanimously to authorize the Request to Fill Vacant Position be forwarded to the Personnel Committee. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Haskell commented that if the vacancy was filled, in-house, he anticipated a subsequent vacancy would be created. He queried if the Committee should authorize Mr. Morehouse to fill such subsequent vacancy.

Mr. Remington indicated that since the potential vacancy was unknown at this point, it may be difficult to act ahead of time. He explained his Department had previously been criticized by the Union for trying to fill too many openings at one time. He stated the new opening would need to be posted for 15 days, and by filling one vacancy at a time, he was following the Union's protocol.

Mr. Remington briefly reported on the installation of a new catch basin at the Municipal Center's main entrance.

With regards to the Countryside Adult Home, Mr. Haskell mentioned that a draft report would be ready for next month's meeting, from Siemens Building Technologies, Inc. He said, at first glance, it appeared the energy savings would result in a positive cash flow for the County.

There being no further business to come before the Committee, on motion by Mr. Geraghty and seconded by Mr. O'Connor, Mr. Haskell adjourned the meeting at 1:30 p.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist